**Microsoft Access Exercises**

**Understanding Access:**

A database is much more than just a list or table—it provides a true command of data, which can be

Retrieved, sorted, analyzed, and summarized. Results can be reported very quickly. A database can

Combine data from various files so that information does not need to be entered twice and can even

Make data entry more efficient and accurate.

Microsoft Access is a **database** software package. A database is an organized collection of records.

A school might use Access to:

• Organize the students who attend the school

• Track the courses the students take

After creating an Access database, it can be searched and manipulated and information can be extracted from it.

The Navigation pane stores the objects in your database: tables, queries, forms, reports, macros, and modules.



**Exercise 1:**  **Working with Tables**

1. Create a new database, save it on the desktop and name it “*my new database* ”

2. Create a Table in the *my new database* with the following:

|  |  |
| --- | --- |
| Filed Name | Data Type |
| Student ID | Number |
| First Name | Text |
| Last Name | Text |
| Telephone Number | Number |
| Date of Birth | Date/time |
| Monthly allowance | Currency |
| Walk 1hour everyday | Yes/No |

3. Make the “ID Number” Field as the Primary Key.

4. Save the table as “Student’s Table”

5. Return to the main Access window.

Tips :



**Exercise 2: Working with design view**

1. Open the “Students Table” and enter 5 complete records.

2. Sort the table in ascending order by last name .

3. Move the *Date of Birth* and *Telephone Number* fields so that the *Date of*

*Birth* field is now directly after the *lastname* field.

4. Delete the last Record you have entered

**Exercise 3: Working with Form**

1. Create a Form with all fields on the *Student’s* Table.

*2.* Name the form *Students Entries.*

3. Make the ID Number of Each student in the form, Red

4. Insert a Picture in the form in way that all text is visible.

Tips : Create a Form:

Select the table and go to **Create -> Form**

Choose a theme for the form

**Save** the form and name it:

Go to **View->Design View** and format the **Form Header.**

Edit / Format the label or Add a picture.

**Exercise 4:** **Working with Report**

1. Create a report based on the Student’s Table showing the Fields *Name, Surname,* and *Telephone*

*Number.*

2. Name the report *Telephone List*

3. Insert a picture in the report Header

Tips : Create a Report:

Select the table and go to **Create -> Report**

Choose a theme for the report

**Save** the report and name it.

**Exercise 5:** **Working with Query**

1. Create a query, showing all fields of those students who have a particular lastname of your

Choice.

2. Create another query showing all fields of those students born after 1994

3. Create a query showing only the Student’s Name, Student’s lastname and

Student’s Date of birth.

4. Sort this query by LastName, ascending.

5. Save and close the Query

Tips :

Sort a Query, when creating a query, you can sort the rows you retrieve in ascending or descending

order by choosing the option you want on the Sort row in Query Design view.

Query criteria is similar to a formula, it is a string that may consist of field references, operators,

and constants. Query criteria are also referred to as expressions in Microsoft Office Access.

The following tables shows some sample criteria and explains how they work :





